

SUBODH PUBLIC SCHOOL, NEAR AIRPORT, SANGANER

DUTIES AND RESPONSIBILITIES FOR THE SESSION 2026 - 27

(w.e.f. 15th April, 2026)

For whole Organogram Council - Convenor - Chairperson, Principal - Secretary

S. NO.	DUTIES	NAME OF CONCERN	SIGN
1	Leadership and Management & Governance (Inclusive of Infrastructure)	Ms. Ashee Srivastava (Principal)	
		Mr. Meghraj Jain (Sr. Admin Officer)	
		Mr. Avinash Jain (Vice-Principal)	
2	Scholastic Processes : (Curriculum & Pedagogy) (ACADEMICS) Coordinators (Academics & Discipline)	Dr. Preeti Bansal (I/C)	
		Ms. Preeti Yadav ((I/C))	
		Mr. Lokesh Kumar : (XI - XII Science)	
		Ms. Swarna Jain : (XI-XII Commerce)	
		Ms. Pooja Agnihotri : (XI-XII Humanities)	
		Ms. Mamta Sharma : (IX - X)	
		Ms. Kavita Sharma : (IX- X)	
		Ms. Preeti Sabu : (VI-VIII)	
		Ms. Azra Parveen : (VI-VIII)	
		Ms. Madhu Nayak : (III-V Literacy Skill)	
		Ms. Nidhi Ajmera : (III-V Co-Curricular)	
		Ms. Teesha Upadhyay : (III-V Academics)	
		Ms. Bijal N. Kothari : (Nur - II Academics)	
		Ms. Ruchi Sethi : (Nur - II Literacy Skill)	
		Ms. Meena Nehra : (Nur - II Co-Curricular)	
3	Scholastic Processes: Assessment (Examination Department)	Ms. Prachi Yadav ((I/C)	
		Mr. Sunil Kumar Shrimal	
		Mr. Rohit Patni	
		Ms. Shilpa Jain	
		Mr. Sanjay Elwin (IT Support)	
		Mr. Manoj Singh Taragi (ERP)	
		Mr. Rajesh Kumar Saini (Technical)	



4	Co-Scholastic Processes (DSA)	Ms. Priyenka Sharma (I/C)	
		Ms. Khushboo Jain	
		Ms. Reena Sharma	
		Ms. Manju Parihar (IT Support)	
		Ms. Swechha Yadav (Sports)	
5	HRD (Training)	Ms. Pragati Kaushik (I/C)	
		Ms. Vandana Jain	
		Ms. Pratibha Bhagwani	
		Ms. Sarita Jain	
6	Inclusive Practices & Counselling	Ms. Pratibha Bhagwani (PGT Psychology)	
		Ms. Priyanshi Jain (Counsellor)	
		Mr. Anshul Khandelwal (Special Educator)	
		Ms. Akanksha Gautam (IX- X)	
		Ms. Kamini Jain (VI - VIII)	
		Ms. Preeti Rastogi (III - V)	
		Ms. Dhara Sharma (Nur - II)	
7	Houses	Prithvi House	
		Ms. Akanksha Gautam (CHM)	
		Mr. Arvind Chhipa	
		Ms. Anshu Vyas	
		Ms. Sangeeta Mathur	
		Jal House	
		Ms. Kavita Vijay (CHM)	
		Ms. Neerja Sharma	
		Ms. Rita Sharma	
		Mr. Satish Sharma	
		Agni House	
		Ms. Ritu Saini (CHM)	
		Ms. Akshita Sharma	
		Ms. Ekta Pareek	
		Mr. Manish Sharma	
		Vayu House	
		Ms. Ranu Saxena (CHM)	
Dr. Sunita Nain			
Mr. Pradeep K. Lodha			
Ms. Nidhi Dave			

		Akash House	
		Ms. Madhu Soni (CHM)	
		Ms. Laxmi Kumawat	
		Ms. Nalini Negi	
		Mr. Akshay Sharma	
		<u>Health & Wellness Club</u>	
		Ms. Kriti Yadav (I/C)	
		Ms. Shilpa Jain	
		Ms. Teesha Upadhyay	
		<u>Human Rights Club</u>	
		Ms. Rakhi Joshi (I/C)	
		Mr. Nand Kishor Swarnkar	
		Ms. Pooja Agnihotri	
		<u>Financial Literacy Club</u>	
		Ms. Komal Rajesh (I/C)	
		Ms. Kuldeep Kaur	
		Ms. Nidhi Ajmera	
		<u>Expressions Club</u>	
		Ms. Kamini Jain (I/C)	
		Ms. Laxmi Devi Jain	
		Ms. Laxmi Kumawat	
		<u>IT Club</u>	
		Ms. Dimple Jain (I/C)	
		Ms. Manju Parihar	
		Mr. Jitesh Jain	
		Mr. Kishan Saini	
		<u>ECO Club</u>	
		Ms. Vasudatta Sabal (I/C)	
		Ms. Sangeeta Mathur	
		Ms. Neelam Bhamota	
8	Clubs		

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		Cocomelon Club	
		Ms. Meena Nehra (I/C)	
		Ms. Bijal N. Kothari	
		Ms. Neetu Jain	
		Ms. Nisha Pandey	
		Ms. Sunita Rawat	
		Ms. Ruchi Sethi	
		Ms. Dhara Sharma	
		Ms. Vineeta Chauhan	
		Ms. Neha Shah	
9	School Innovation Council & ATL	Ms. Nidhi Mishra (SIC)	
		Mr. Lokesh Kumar (ATL)	
		Mr. Rajesh Jain (Science)	
		Ms. Kuldeep Kaur (Mathematics)	
		Mr. Arvind Chhipa (Mathematics)	
		Mr. Manoj Singh Taragi (Technical)	
		Mr. Kishan Saini (Technical)	
		Mr. Jitesh Jain (Technical)	
		Mr. Akshay Sharma (Lab Asst.)	
10	Discipline & Transport Duties	Mr. Avinash Jain (Vice Principal)	
		Ms. Nidhi Mishra (Discipline Incharge)	
		Ms. Komal Rajesh (Discipline Incharge)	
		Mr. Nand Kishor Swarnkar (Transport Incharge)	
		Ms. Prachi Yadav	
		Ms. Shilpi Sharma	
		Ms. Akansha Gautam	
		Mr. Rajesh Jain	
		Mr. Arvind Chhipa	
		Mr. Rohit Patni	
		Mr. Satish Sharma	
		Ms. Rakhi Joshi	
		Respective Coordinators	
		Sports Departments	
		Librery Staff	
		Multi Skill Department	
All Lab Assistant			
	Note	All Staff Members to see the Discipline at the time of Arrival & Departure.	

11	School Magazine Editorial Team (With Progress Report)	Ms. Prieyanka Sharma (DSA)	
		Dr. Sunita Nain (I/C)	
		Ms. Manju Parihar (I/C)	
		Ms. Preeti Yadav	
		Ms. Akshita Sharma	
		Ms. Kavita Vijay	
		Ms. Laxmi Devi Jain	
		Ms. Laxmi Kumawat	
		Ms. Rakhi Shukla	
		Mr. Sanjay Elwin	
12	Time Table	Mr. Avinash Jain (Vice Principal)	
		Mr. Meghraj Jain (SAO)	
		Respective Segment Coordinators (Academics)	
13	Substitutions/ Arrangements	Ms. Teesha Upadhyay	
		Ms. Trishla Jain	
		Mr. Jitesh Jain	
		Mr. Kishan Saini	
14	Class Attendance Registers Checking	Mr. Akshay Sharma (Nur-II)	
		Ms. Kishan Saini (III - V)	
		Dr. Chitralkha (VI - VIII)	
		Mr. Jitesh Jain (IX-X)	
		Mr. Manish Sharma (XI - XII)	
15	Teacher's Diary Checking	Principal Ma'am (All Domain Head)	
		Mr. Avinash Jain (Vice Principal) (IX - XII)	
		Ms. Shilpi Sharma (Nursery - VIII)	
		Ms. Priyenka Sharma (Multi-skill)	
16	SQAAF ACCREDITATION Work & Students' Diary/ Notebook Stamping	Ms. Shilpi Sharma Ms. Preeti Rastogi Ms. Vandana Jain	
17	School ERP & Website Updation	Ms. Nidhi Mishra (Incharge)	
		Ms. Preeti Yadav (Incharge)	
		Mr. Sunil K. Shrimal (AAO)	
		Mr. Manoj Singh Taragi (Examination)	
		Mr. Sanjay Elwin (Examination)	
		Mr. Rajesh Kumar Saini (Student Data)	
		Mr. Gagan Jain (Fee & Students)	
		Mr. Akash Jain (Accounts)	

		Mr. Navneet K. Sharma (Library)	
		Ms. Sarita Jain (Establishment & Stock)	
		Mr. Akshay Jain (Office)	
18	Infrastructure & Technical Assistance	Mr. Avinash Jain (Vice Principal) (I/C)	
		Mr. Meghraj Jain (SAO)	
		Mr. Sunil K. Shrimal (AAO)	
		Mr. Akshay Jain	
		Mr. Jitesh Jain (Smart Board & Hardware) (I/C)	
		Mr. Kishan Saini	
19	First - Aid	Mr. Ashish Sharma (I/C)	
		Dr. Chitrlekha (During Assembly)	
		Mr. Sanjeev Kumawat (During Assembly)	
		Mr. Akshay Sharma (During Assembly)	
		Mr. Nand K. Swarnkar (Emergency Help)	
20	Beneficiary Satisfaction (Guest Relation) Media, Photography & Events Reports	Ms. Vandana Jain (I/C)	
		Mr. Meghraj Jain (SAO)	
		Ms. Rakhi Shukla	
		Ms. Sanjay Elwin	
		Ms. Reena Sharma (English Reports)	
		Ms. Kavita Vijay (Hindi Reports)	
		Ms. Sarita Jain	
		Ms. Aarti Jangid	
21	N. C. C. & other troops	Mr. Avinash Jain (NCC)	
		Ms. Mamta Sharma (NCC)	
		Mr. N. K. Swarnkar (Scout)	
		Mr. Manoj Singh Taragi (Scout)	
		Ms. Kavita Vijay (Guides)	
		Ms. Laxmi Devi Jain (Guides)	
		Mr. Arvind Chhipa (Cubs)	
		Ms. Laxmi Kumawat (Bulbul)	
22	Student Scholarship / Rebate Committee	Mr. Avinash Jain (Vice Principal) (I/C)	
		Mr. Meghraj Jain (SAO)	
		Mr. Sunil K. Shrimal (AAO)	
		All Co-ordinators	
		Ms. Sarita Jain	
		Mr. Gagan Jain	

23	Tour / Picnic Committee	Ms Preeti Yadav (I/C)	
		Mr. Meghraj Jain (SAO)	
		Mr. Sunil K. Shrimal (AAO)	
		Mr. Akash Jain (Accounts)	
		Ms Akanksha Gautam (CHM)	
		Ms. Kavita Vijay (CHM)	
		Ms Ritu Saini (CHM)	
		Ms Ranu Saxena (CHM)	
		Ms Madhu Soni (CHM)	
		Mr. Manoj Singh Taragi	
		24	Admission Core Committee
Ms. Shilpi Sharma			
Ms. Pragati Kaushik			
Ms. Preeti Yadav (Digital Marketing)			
Ms. Mamta Sharma			
Ms. Pratibha Bhagwani			
Ms. Priyanshi Sharma			
Mr. Anshul Khandelwal			
Ms. Trishla Jain			
Mr. Sunil K. Shrimal (AAO)			
Ms. Sarita Jain (Document Verification)			
Mr. Akshay Jain (Office)			
Mr. Rajesh Kumar Saini (Com. Ope.)			
Ms. Aarti Jangid (Receptionist)			
Mr. Gagan Jain (Fees)			
25	Staff Room Incharges	Respective Coordinators	
26	Floor-wise Incharges & Beautification/Hygiene	Ms. Vinita Chauhan (Basement)	
		Ms. Dhara Sharma (Basement)	
		Ms. Sheetal Jain (Ground Floor & Reception)	
		Dr. Chitralkha (Ground Floor & Reception)	
		Ms. Laxmi Kumawat (First Floor)	
		Ms. Rakhi Joshi (First Floor)	
		Ms. Anshu Vyas (Second Floor)	
		Ms. Ekta Pareek (Second Floor)	
		Ms. Akshita Sharma (Third Floor)	
		Ms. Dimple Jain (Third Floor)	

27	Subodh Competency Test/ Add. Special Classes for NEET/IIT/JEE/CLAT/CA/ CMS/CS FINAL	Mr. Avinash Jain (Vice Principal) (I/C)	
		Ms. Shilpi Sharma	
		Mr. Rajesh Jain	
		Ms. Priyenka Sharma	
28	Jain Value Education	Mr. Avinash Jain (Vice Principal) (I/C)	
		Ms. Swarna Jain (HOD)	
		Mr. Rajesh Jain (HOD)	
		Ms. Shilpa Jain (I - V)	
		Ms. Dimple Jain (VI - VIII)	
		Ms. Kamini Jain (IX - X)	
29	Library	Ms. Manju Parihar (I/C)	
		Mr. Navneet Kumar Sharma	
		Mr. Rakesh Jain	
30	Hostel Coordinator	Ms. Komal Rajesh	
31	Planning, Implimentation & Supervision	Mr. Meghraj Jain (SAO)	
		Mr. Avinash Jain (Vice Principal)	
		Mr. Sunil Shrimal (AAO)	
		All Department Head & Coordinators	


 (ASHEE SRIVASTAVA)
 PRINCIPAL



 (VEENA JAMAD)
 CONVENOR